



## ***Pre-Arrival Information for Meeting Planners & Participants***

United States Postal Service • National Center for Employee Development  
Conference and Housing Facilities • Norman, Oklahoma

*The United States Postal Service National Center for Employee Development is a state-of-the-art facility designed to create the perfect business and training environment. Located in beautiful Norman, Oklahoma, the high-technology NCED complex is located near many exciting points of interest, including the new Sam Noble Museum of Natural History and historic Campus Corner, which offers dining and entertainment for all tastes. The NCED also offers a variety of special services to all visitors in an effort to provide its guests with a relaxed, yet refined conference or training experience. Guests of the NCED may spend their free time taking advantage of many activities located on-site, or they may also travel to local hot spots via shuttle.*

## **SERVICES AVAILABLE**

### **Housing**

The NCED Housing Facility is located at 2801 E. State Hwy 9, Norman, Oklahoma, 73071-1104. The telephone number where you can be reached while attending your meeting/conference is (405) 447-9000.

### **Registration**

The Housing Facility does not accept individual reservations. Instead, a designated coordinator from the group should collect the names and arrival/departure dates of all attendees who will require housing, and forward that information to the NCED Conference Coordinator at least two weeks prior to the start date of the event. Last minute additions and cancellations may be made by the coordinator up to 48 hours before the group's arrival. At the designated coordinator's request, Conference Services will provide a fax form to distribute to attendees for hotel registration.

### **Guest Rooms**

Guest rooms are equipped with many amenities that will add to the quality of your stay, including individual climate controls, remote-controlled color televisions, clock radios, telephones with dataports, irons, ironing boards, hair dryers, and study desks. A limited number of special service items are available for temporary use by contacting the Front Desk, such as heating pads, bed boards, humidifiers and extension cords. All guest rooms are single occupancy only (unless shared with spouse), and all are non-smoking. No children under the age of 18 are allowed overnight stays.

## Smoking Policy

To protect the health of all guests and staff and to comply with Postal Service policy, smoking is strictly prohibited in all NCED facilities. No indoor smoking is permitted by any occupant of NCED space. The smoking restriction applies to all housing and training facilities. Individuals who choose not to comply with the smoking policy may be asked to leave.

## Incoming Telephone Calls

The telephone in your room is equipped with voice mail. The phone extension is your room number. Callers may reach you directly by dialing (405) 447-9000. An automated attendant will answer and prompt callers to dial your room number. In the event of an emergency during class hours, callers may call (405) 447-9000 and a message will be relayed to NCED Security.

## Outgoing Telephone Calls

Complimentary local calls may be made from the phone in your guest room. The fee for U. S. Continental Long Distance calls from a guest room is currently \$0.20 per minute plus \$0.02 tax. Calls to local information are \$0.50. Calls to long-distance information are \$0.75. Guests are required to pay for all phone calls at the time they check out.

## Dining Services

Freshly prepared foods are offered in a variety of combinations at the facility's two on-site cafeterias. Both the Housing Facility Food Court and the NCED Cafeteria provide food and services to students, faculty, and staff of the NCED and to conference attendees. All meals are "All You Wish To Eat," so don't forget the dessert.

The Housing Facility Food Court is centrally located on the Main Level of the Housing Facility. The dining room has outdoor access to terrace tables. Our Executive Chef prepares a wide variety of delicious menu selections daily in the self-serve cafeteria.

### Hours of Operation

Monday through Friday

Breakfast	5:30 a.m. to 10:00 a.m. <b>Sat. and Sun.</b> 7:00 a.m. to 2:00 p.m.
Lunch	10:45 a.m. to 2:30 p.m. <b>Sat. and Sun.</b> 11:00 a.m. to 2:30 p.m.
Dinner	5:00 p.m. to 9:00 p.m. <b>Sat. and Sun.</b> 5:00 p.m. to 9:00 p.m.
Late Night	12:00 a.m. to 2:00 a.m. <b>Sun.</b> 9:00 p.m. to 12:00 midnight

The NCED Cafeteria is located on the main level of the training center also offers an equally diverse selection of foods. The NCED Cafeteria serves only breakfast and lunch and is not open on weekends.

Monday through Friday

Breakfast                      6:00 a.m. to 9:00 a.m.

Lunch                          10:45 a.m. to 2:00 p.m.

In the event you arrive Sunday after the cafeteria has closed, the Front Desk will be able to assist you by obtaining a prepared meal from the cafeteria.

Meal cards are available for purchase and variety of meal card options are offered. The meal card may be used in either the NCED Cafeteria or the Housing Facility Food Court. Missed meals may not be saved from one day to the next. Spouses must pay cash for all meals.

Given the extensive food service capability and other safety and health concerns, no food preparation or appliances can be permitted in the Housing Facility guest rooms. To provide a more healthy and sanitary environment for all, food must remain in the designated dining areas.

Special diet requirements can be accommodated when the facility is notified in advance. To arrange for special meal preparation, please call extension 1800 after your arrival. A Food Service Representative will meet with you to arrange your diet plan. To make advance inquiries or arrangements, please call (405) 447-9100.

Spouses pay cash for all meals.

## **Transportation**

The Marriott/NCED Shuttle Service at the Oklahoma City airport is the authorized means of transportation to the Housing Facility, and is provided at a nominal cost.

**Any transportation needs must be coordinated through the group's meeting planner, along with the housing list.**

Individuals attending smaller conference may register for transportation individually by calling 1-800-682-4560.

Physically challenged guests needing special transportation accommodations should notify Student Services (405) 366-4429 at least fourteen days in advance of their arrival date.

To locate the Marriott/NCED Shuttle at the airport, go to the lower level of the terminal. Upon exiting the terminal, the Marriott/NCED Shuttle vans will be located in the Courtesy Van section of the center island. "Marriott/TTC Shuttle" is displayed on the sides of shuttle vehicles.

Guest vehicle parking is located on the north, south, and west sides of the Housing Facility. **Your vehicle is your responsibility.** Neither the NCED nor Marriott will assume responsibility for damage to vehicles parked on the NCED campus.

## Information Center

An information center is located across the lobby opposite the Housing Facility Front Desk. This center contains information regarding the local area, a stamp machine, and an ATM.

## Alcohol

Alcohol is not permitted in the first-floor dining area or public corridors of the Housing Facility (unless an exception has been approved). Only alcohol purchased in the Lounge and contained in a soft container may be carried into the following designated areas: the first-floor lounge, the billiard room, the courtyards, and the pool area.

## Housing Facility Fitness and Recreation Center

The Fitness and Recreation Center offers:

- State-of-the-art exercise equipment for aerobic conditioning and weight training
- Heated Outside Pool w/Hot Tubs (open April - November)
- Multipurpose Gymnasium
- Aerobic Classes
- Indoor Running Track
- Billiard Room
- Ping Pong
- Lighted Softball Field
- Two Lighted Sandlot Volleyball Pits
- Three Covered Racquetball Courts
- Two Outside Lighted Tennis Courts
- Horseshoe Pits
- Lighted 8/10 Mile Fitness Course w/8 separate workout stations
- 1/3 Mile Walking Track (circles softball field)

A dry sauna and whirlpool are available in both the men's and women's locker rooms. Lockers are available for use on a daily basis. Locks may be checked out at the equipment check-out counter, along with tennis racquets and balls, softball equipment, volleyballs, footballs, basketballs, and water sports/exercise equipment.

Board games, parlor games, and cards, as well as a full line of recreational equipment are available for check out at the Recreation Equipment Counter.

**Note:** Golf clubs are not available at the Recreation Equipment Counter; however, they may be rented at some local golf courses.

**Hours of operation:**

Monday through Friday     6:00 a.m. - 11:00 p.m.

Saturday                      7:00 a.m. - 9:00 p.m.

Sunday                        9:00 a.m. - 10:00 p.m.

The gymnasium (with equipment), indoor track, Ping-Pong room, and locker rooms (with saunas and whirlpools) are all open 24 hours a day.

The Fitness Center offers individualized, comprehensive fitness assessments. Participation is voluntary and the results are confidential. The assessment program provides individuals with an increased awareness of the positive impact daily exercise has on health, as well as information regarding your present health status.

**Fitness/Recreation Dress Code and Amenities**

Appropriate exercise clothing is required of all persons using the Recreation and Fitness facilities. Shirts and rubber-soled shoes are mandatory. Street shoes or black-soled shoes are not allowed in the gym area or fitness center.

Swimsuits or shorts are required in the whirlpools, saunas and the swimming pool.

**Wake-up Service**

The Housing Facility rooms are equipped with a clock radio. Additionally, auto wake-up is available by programming either the telephone or television provided in your room.

**Medical Services**

A nurse is available at the Housing Facility at no charge. Other medical services are available at Norman Regional Hospital, and at several medical emergency centers. For detailed information regarding medical services please refer to the Guest Book in your room.

**Hours of Operation:**

Monday - Thursday        8:00 a.m. - 9:00 p.m.

Friday                        8:00 a.m. - 2:00 p.m.

(Closed Saturday)

Sunday                        3:00 p.m. - 9:00 p.m.

All charges for medical services must be paid by the guest at the time of treatment. Transportation to medical facilities is your responsibility. Transportation is provided only in cases of extreme emergency.

**Laundry Services and Facilities**

Laundry and dry cleaning services are available through the Sundry Shop. Coin-operated washers and dryers are located on Floors 2-6.ATM

For your convenience, an Automated Teller Machine (ATM) is located in the Information Center. The ATM accepts Pulse, Plus, American Express, Discover, Chec<sup>OK</sup>ard, Transfund,

NYCE, STAR, ALERT, HONOR, Mini-bank, SCS, SHAZAM, TYME, and Magic Line Safe-Deposit Boxes

Safe-deposit boxes are available for your valuables. This service is complimentary to all guests. Please contact the Front Desk. Individuals will be charged a \$25.00 fee for lost safe-deposit keys.

## **Lost Property**

While every effort will be made to find personal property lost during your stay, please be aware that neither the NCED nor Marriott will assume responsibility or accountability for lost items.

## **Refrigerators/Specialized Supplies**

The Health Clinic has available specialized medical supplies such as refrigerators, biohazard containers, etc., for guest in-room use. The guest must make arrangements for a refrigerator prior to arrival at the NCED. A note from the guest's doctor is also required specifying the medication type and the disease process. Refrigerators are allowed in guest rooms only for medical purposes. Due to the limited number of refrigerators, the Clinic Nurse will determine medical priorities for refrigerator requests. Security will distribute refrigerators at the Nurse's discretion. The Clinic Nurse may be reached by calling (405) 447-9000 (x1853).

While at the NCED, all guests are required to dispose of needles and items soiled with blood in a biohazard container. The biohazard container will be issued by the Health Clinic. The guest will also be required to sign a consent form which indicates their name, room number, reason and type of medication taken. The biohazard container must be returned to the medical unit prior to the guest's departure from the NCED.

## **Spouses**

Spouses of guests may stay in the Housing Facility for a nominal fee. If the spouse is NOT attending the event, they will be charged a nominal room rate, and must pay cash for all meals.

If they are attending the event, the spouse will be charged the same rate as all participants, regardless if they share a room or each have separate rooms.

**Children under the age of 18 cannot be accommodated in the housing facility.**

## **Pets**

Pets are not permitted inside or on the surrounding grounds of the NCED Facility or Housing Facility. An exception will be made for animals needed to aid a physically impaired individual. Special accommodations are available for guests with physical impairments. Prior to your arrival, your office should contact Student Services (405) 366-4429, or the Clinic Nurse at (405) 447-9000 (x1853), to make arrangements for these special accommodations. Teletypewriters (TTYs) are available at the Housing Facility for guest use. The TTY phone number for the NCED is (405) 366-4427. The Housing Facility's TTY number is (405) 366-4428.

## **Payment Options**

Upon registration, if you choose to pay for services on a credit basis, a credit card (American Express, VISA, MasterCard, or Diner's Club) imprint will be requested for incidental charges. Credit card guests may charge phone calls, gift shop and lounge charges directly to their room. If a credit card is given at check-in, express check-out will automatically be processed the night prior to departure.

Guests not wishing to pay on a credit basis will be required to pay on a cash-only basis. Phone calls may be charged directly to their room, with payment upon checkout.

Immediate payment will be required for cash paying guests whose room balance reaches \$100 or over. Immediate payment will also be required for guests choosing to pay by credit card, if their balance reaches \$500 or over. As a courtesy, the Front Desk will attempt to notify a guest when their room balance nears these limits.

**No personal checks will be accepted**

# **Disclaimer to all Guests**

## **Policy Statement on Smoking, Weapons, and Drugs**

Individuals who choose not to comply with the following policies will be subject to discipline procedures and possibly investigation by the Postal Inspection Service.

### **Smoking Policy**

The Postal Service has a no-smoking policy that states "Smoking is strictly prohibited in all buildings or office space (including service lobbies) owned or leased by the U. S. Postal Service." In compliance with this policy, smoking is prohibited in all National Center for Employee Development (NCED) facilities, including all housing and training facilities.

### **Possession of Weapons**

Postal policy and federal law prohibit the possession of a firearm within postal installations. At the NCED this includes housing, safe-deposit boxes, and personal vehicles parked on property owned or leased by the U. S. Postal Service. The NCED does not allow other weapons such as crossbows or bows and arrows.

### **Possession of Drugs**

The sale, use, or distribution of any "controlled substance" (except as medically approved) on postal premises is prohibited. At the NCED all reported instances of possession and or use of illegal drugs will result in an investigation conducted by the Postal Inspection Service.



